



Office of State Publishing

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FORMS MANAGEMENT AND MAINTENANCE CRITERIA

Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775 mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure compliance, during periodic reviews concerning the disposition (establishment or discontinuance) of a STD. Form, FMC will consider and apply management and maintenance criteria to ensure the most cost effective, economical and efficient solution is provided to the state.

Government Code Sections 14771 – 14775 and **SAM Chapters 1700 – 1750** give FMC ruling authority concerning the disposition of public-use forms. During FMC's analytical review of public-use forms, FMC may create a STD. Form in order to eliminate duplicate forms and duplicate forms authoring efforts by state departments.

When weighing the affect that a form's disposition has on interagency and common administrative usage, consideration of management and maintenance criteria shall include, but is not limited to, costs associated with publication, distribution and availability.

FMC will make every effort to meet the needs of an author agency's request. However, an author agency must understand that the needs of the state supersede the needs of an author agency. FMC expects full cooperation and objectivity from an author agency and expects an author agency to abide by and comply with FMC's decisions, policies and procedures.

In accordance with **Government Code Section 14771**, State government agents and entities doing business with the state should use STD. Forms disseminated by FMC rather than create their own. FMC offers STD. eForms that may be installed on a local, network, or Intranet information processing system of a state agency. Paper copies of STD. Forms are available too in prepackaged quantities and custom quantities printed on demand.

*For more information, reference **State Administrative Manual Sections 1700, 1720, 1725, and 1730** or contact an FMC Forms Management Consultant at (916) 323-0311 or (916) 324-9697 or by email at FormsManagement@dgs.ca.gov.*